North Davis Preparatory Academy
Annual Board of Directors Meeting Minutes
Wednesday, May 27, 2026

Location: AW Services, 290 N. Flint Street, Kaysville, UT 84037

In Attendance: Monte Poll, Maggie Arave, Clint Heiner, Rita Brock,

Excused: Tyler O'Brien,

Others in Attendance: Jon McQueary, Dawn Kawaguchi, Cathie Hurst, Ryan Robinson, Heidi Bauerle, Jessica Bryant, Misty Meacham,

VISION:

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

BOARD CONSTITUTION:

- We will Govern, not Manage. We will set the direction and goals for the school, but we will not micromanage the day to day administration of the school.
- We will speak with "One Voice". We will recognize that our authority is only valid as a group and not as individuals. We will not use our position on the Board to promote our own personal agendas.
- We will make the Spanish language a key element of our school.
- We will make decisions that will keep NDPA financially stable.
- We will review our Charter before making any dramatic changes to school policy.

MINUTES

5:36 PM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll
    - Pledge of Allegiance – Rita
    - School Vision – Misty
    - Board Constitution – Jessica

There was no PUBLIC COMMENT.

5:39 PM – Monte Poll made a motion to enter a CLOSED SESSION to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d) at AW Services. The roll call votes were as follows:

Monte Poll – Aye
Rita Brock – Aye
Maggie Arave – Aye
Clint Heiner – Aye

Motion passed unanimously.

5:44 PM – Monte Poll made a motion to RECONVENE the meeting. The votes were as follows:

Monte Poll – Aye
Maggie Arave – Aye
Clint Heiner – Aye
Rita Brock – Aye

Motion passed unanimously.

REPORTS

- **Administration**
  - *State of the School* – Ryan Robinson discussed the school in the following areas:
    - ✓ Trust in School – Ryan Robinson reported that the school successfully completed hiring for next year, including all teachers and two floating teachers to support the current school while helping with the new expansion. The administrative team was promoted from within, with Diana Dearden moving into an assistant principal role and Yennifer Garcia taking on an administrative position. The school selected a marketing company called Strategica to help with enrollment growth, as they had never done marketing before. Ryan also mentioned positive feedback from state DLI representatives and connections with Spanish education authorities, noting that the expansion timing aligns well with the school's stable and purposeful direction.
    - ✓ Retention of Students – Ryan asked Jessica Bryant to go over the enrollment. Jessica presented enrollment data showing 947 currently enrolled students with 21 in the registration process, with Ryan noting concerns about kindergarten enrollment numbers and plans to offer full-day kindergarten options at the main site.
    - ✓ Compliance – Ryan reviewed various compliance reports including Title IX Athletics Reporting, Positive Behavior intervention plans, and Triennial Progress Assessment.
  - *Annual Comprehensive Guidance Data Review* – Ryan Robinson reviewed the comprehensive guidance data review highlighting the school's social-emotional learning initiatives and counseling programs that focus on teaching social skills to students. He emphasized the importance of these programs in helping students develop necessary life skills and noted that many of the reported activities are now standard parts of NDPA's educational approach. There was a discussion on what the school does for SEL.
- **Board of Director**
  - *Financial Review* – Cathie Hurst introduced Jon McQueary who has been with AW for six years and he came to us from USBE so he has worked with Rita. She went on to review the financials as of April 30, 2026, noting that they are financially stable with a substantial surplus expected this year due to bond proceeds and additional funding. Cathie explained that some expenses, particularly for land and construction, were budgeted in different line items than initially anticipated, and highlighted the need to adjust certain budget allocations. She also addressed

questions about salary expenses and explained that the current lower percentage was due to teacher contracts extending beyond the fiscal year and upcoming payroll accruals. Cathie concluded by discussing the timing of revenue recognition for the new school building, explaining that state funding adjustments would not occur until after the October 1 count. She also mentioned there was a transfer of $500k into the PTIF last month and explained how the PTIF can cover initial costs of the satellite campus until enrollment funds are received. *Jessica Bryant was excused at 6:24 p.m.*

BOARD TRAINING

- *Review Ethics Policy* – Cathie Hurst reviewed the Ethics Policy highlighting the importance of maintaining high ethical standards and proper disclosure of confidential information. She had the Board sign Annual Commitment to Ethical Behavior.
- *Annual Fraud Risk Assessment** – Cathie Hurst reviewed the Fraud Risk Assessment, noting that the board scored 375 out of 395, indicating very low risk. She highlighted the separation of duties controls specific to government entities. The school does not have a formal internal audit function requirement because this applies only to schools with more than 10,000 students, which would have earned additional points. Cathie noted that Ryan and Clint are required to sign the assessment and the completed assessment will be uploaded to the State Auditor's website.
- *Annual Policies, Plans & Procedures Training & Review* – Heidi Bauerle led a discussion on required policy reviews, noting that most items due this year had already been completed, with the main outstanding items being the Sex Education Instruction Policy review and county health data analysis, which must be documented but not voted on. Dawn noted that the county data was emailed to the board earlier this week.
- *Review & Sign Board Member Agreement** – Monte Poll passed out copies of the agreement to each member to sign which is done annually. He reviewed member responsibilities and expectations, emphasizing the importance of supporting decisions once made, maintaining confidentiality, and acting as advocates for the school. Monte also clarified that background checks are required for all volunteers associated with the school.
- *Review Board Communication Guidelines* – Monte Poll discussed board communication protocols and confidentiality requirements. He explained that informal discussions between board members don't require official meetings, but any issues involving law enforcement, media, or potential financial impact should be reported to the board. Monte emphasized that sensitive information should not be shared via email and reminded board members that all board meetings are recorded, requiring careful use of personal identifiable information. He also requested that board members inform him of any information they hear from parents or community members.

CONSENT ITEMS

- *May 6, 2026 Electronic Board Meeting Minutes* – There was no further discussion. **Monte Poll made a motion to approve the consent items. The votes were as follows:**

  Monte Poll – Aye
  Maggie Arave – Aye
  Clint Heiner – Aye
  Rita Brock – Aye

Motion passed unanimously.

VOTING ITEMS

- *Marketing Services Agreement* – Ryan Robinson presented Strategica's Marketing Services Agreement, noting that although their $4,000-per-month rate was the lower of the two proposals, cost was not the primary deciding factor. A key advantage of Strategica is their flexibility—they are willing to let the administration assume responsibility for marketing strategies once the team feels prepared, which is expected to take at least a year. The competing firm required a strict year-to-year commitment. Strategica's strongest asset, however, is their deep connection to the Latin and Hispanic community and their experience in charter education. Additional advertising expenses will be determined once the marketing strategy is finalized, will require prior approval from the Director, and will be billed separately from the monthly fee.
- *2026-2027 Sex Education Instruction Committee* – Ryan Robinson reviewed the composition of the Sex Ed Instruction Committee, noting that its membership has remained consistent over the years. The committee will include the principal, the health teacher, the school nurse, one Board member, and two parents of current students.
- *Amend Tech Purchase* – While Ryan Robinson was reviewing the amended tech purchase, Dawn Kawaguchi acknowledged an error in the previously approved total for the technology purchase and recommended that the Board amend the authorization to an amount not to exceed $105,000.
- *Re-Approve Parent & Family Engagement Policy* – Ryan Robinson reviewed the Parent & Family Engagement Policy, noting that it is required due to the school's participation in Title I funding and is included each year in the annual registration packet.
- *Ratify Board Members & Their Terms* – Monte Poll reviewed the current Board members and their terms, noting that Maggie Arave is eligible for a new four-year term, which would extend through June 2030.
- *Ratify Board Officers* – Monte Poll led a discussion regarding the current Board officers, opening the floor for any proposed changes. Clint recommended that Tyler assume the role of financial coordinator, noting that Tyler's financial background gives him a stronger understanding of the responsibilities and makes him an ideal candidate for the position.

  Ryan Robinson expressed his deep appreciation for the Board, noting that he is continually impressed by their commitment—not only in the time they volunteer, but in the genuine interest they maintain in the school as community members. He acknowledged that while many once had students enrolled, their lives are no less busy than anyone else's, yet they continue to give focused, thoughtful attention to the school. He described their service as both meaningful and honorable.

Monte Poll made a motion to approve the following:

- **Approve the Strategica Marketing Agency Service Agreement and allow the Director to execute the agreement on behalf of the School;**
- **Approve the 2026-2027 Sex Education Instruction Committee composition with positions as follows: the Principal, Health Teacher, School Nurse, Board Member and two parents of current students;**
- **Approve the amended technology purchase from not to exceed $93,000 to not to exceed $105,000;**

- **Re-approve the Parent & Family Engagement Policy;**
- **Approve Maggie Arave with a new term to expire June 2030 and ratify Tyler O'Brien and Monte Poll for a term to expire June 2029, Rita Brock with a term to expire June 2028, and Clint Heiner with a term to expire June 2027; and**
- **Approve the Board officers as follows:**
  - ✓ **Monte Poll – Board President**
  - ✓ **Maggie Arave – Board Vice President**
  - ✓ **Tyler O'Brien – Board Financial Coordinator**
  - ✓ **Rita Brock – Board Secretary**

The votes were as follows:

Monte Poll – Aye
Maggie Arave – Aye
Clint Heiner – Aye
Rita Brock – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- *Schedule 2026-2027 Board Meeting Dates* – Dawn Kawaguchi presented the proposed board meeting dates for the upcoming year, noting that the schedule mirrors the current year's calendar. Dawn will send out calendar invitations, ideally within the next week.
- *Calendaring Items* – ALL
  - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
  - Next PreBoard Meeting on June 16th @ 1 p.m. via Zoom
  - Electronic Board Meeting on June 29th @ 9:00 a.m.

7:26 PM – Monte Poll made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) at AW Services. The roll call votes were as follows:

Monte Poll – Aye
Rita Brock – Aye
Maggie Arave – Aye
Clint Heiner – Aye

Motion passed unanimously.

Ryan Robinson and Misty Meacham were excused at 7:33 p.m.

7:47 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:

Monte Poll – Aye
Maggie Arave – Aye
Clint Heiner – Aye
Rita Brock – Aye
Tyler O'Brien – Aye

Motion passed unanimously.

North Davis Preparatory Academy
Board of Directors
Closed Session Statement
Wednesday, May 27, 2026
Location: AW Services, 290 N. Flint Street, Kaysville, UT 84037

CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for NORTH DAVIS PREPARATORY ACADEMY entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 27th day of May, 2026.

Monte Poll

Monte Poll
Board Chair